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**Addendum #2**

June 30, 2016

**Cable Television Services**

Office of Information Technology  
Southern University  
Baton Rouge, Louisiana 70813

**Bid #10209**

**3:00 PM (CST)**

**July 19, 2016**

**(New Deadline Date to Submit Bid)**

The following modifications to the referenced project shall be incorporated into the original specifications and/or plans. Unless a change is specifically made by addendum, the specifications and/or plans as issued, shall govern.

**Vendors are requested to acknowledge receipt of this addendum**

**THIS ADDENDUM IS TO RESPOND TO INQUIRIES AND TO CHANGE THE BID OPENING DATE.**

**NOTE: DEADLINE TO SUBMIT BID: JULY 19, 2016**

**ATTACHMENTS:**

- **INQUIRIES AND RESPONSES (PAGES 2-7)**

**Write in appropriate addendum number(s):**

No. \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_

No. \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_

Signature \_\_\_\_\_

Evidence of Authority to submit the bids shall be in accordance with R.S. 39:1594

Linda A. Antoine  
Director of Purchasing

Enclosure(s)

## Addendum # 2

Cable Television Services  
Southern University Baton Rouge  
Bid Number 10209

- **INQUIRIES AND RESPONSES**

- **1.** What is the criteria & weightings framework for evaluating the RFP responses to determine vendor selection?

***A vendor is determined by the services provided (Digital, Premium channel selections and IPTV) with an overall exceptional maintenance package. In addition, a flexible option plan to change content with at least a 3 year contract agreement with 2 year options for renewal.***

- **Quantity of Students & Locations:**

- **2.** With 2,100 RF outlets and 900 dorm rooms on campus, please provide the following information: If you cannot provide specific number(s), please provide your best estimates.
- How many students live on campus? **1650**
- How many outlets (of the 2,100) serve the dorm rooms? **1835**
- How many outlets (of the 2,100) serve residential common areas (e.g. dorm lounges). **14**
- How many outlets (of the 2,100) serve non-residential areas (e.g. faculty offices, classrooms, etc.). Please specify a description of these locations.  
**200 outlets consists of drops in classrooms, offices, administrators, chancellors' offices & the President House**

- **Channel Requirements Questions:**

- **3.** What are the requirements for the two Southern-specific channel insertions? For example, the channels must be in HD, they must be inserted on channel 5, etc.?
- Are the current Southern University channels (that are requested to be inserted) digital or analog?

**Currently Southern is using an analog format but requires the ability to use either analog or a digital format in the future.**

- On page 4 under Programming the bid states “...the vendor should provide a premium channel lineup...”. On page 7 item #4 it states “...the vendor is required to offer additional services (e.g. premium content services....”.
- ***Premium channels are required in this bid***
- On page 18 under vendor information and cost sheet, optional items to bid it lists HBO and Showtime as optional.
- ***Although HBO & Showtime are the most popular movie channels, there are vendors who may not have HBO and Showtime included in their basic lineup. Southern is accepting all available movie channels that a vendor has to offer.***

- **Technical Questions:**

- **4.** With the delivery requirement to the head-end only, what is the campus layout / locations/ network architecture of Southern’s opto-electronic nodes?
- ***That information will be provided during a campus visit***
- **5.** Will the vendor be required to install new nodes to support the system?
- ***The vendor is not required to install any nodes.***
- **6.** What is the AGC (Automatic Gain Control Circuitry) pilot frequency of the customer owned HFC RF amplification?
- ***+30db***
- **7.** Who owns responsibility of the FCC required CLI (Cumulative Leakage Index) testing and documentation on the Southern Campus? Please confirm that CLI is vendor responsibility up to the Southern demarcation point and Southern’s responsibility after this point.
- ***The vendor is responsible for the leakage check during the initial setup, thereafter it is Southern University’s responsibility.***
- **8.** Who owns the maintenance of Southern University’s HFC distribution network (after the demarcation point)?
- ***Southern is responsible for its CATV distribution network along with the Headend***
- **9.** What are the operating specifications of the University-owned HFC network?
- ***The input levels is .6 dBm via a single strand single mode fiber to the Headend receiver. There are currently 6 optical transmitters with an optical power range from 2-15 dBm.***
- For example:
- Input / output RF levels of customer owned amplification.
- Minimum tap output levels
- The General Specifications section on page #2 says “Once completed, it is the vendor’s responsibility to conduct a one-time test for adequate optical signal levels at the demarcation point, Southern University’s headend. The project will be considered completed once the proper levels (see **SCOPE OF WORK** for definition of “signal levels”)

have been obtained and the system (**including all components**) are working correctly. Failure to obtain sufficient optical levels (**levels that are satisfactory by the University's IT dept.**) at the headend, along with the proper operation of other installed equipment by the vendor, shall not relieve the vendor from the necessity of furnishing and installing of equipment without any additional cost to the University. In addition, any materials, equipment or performing any labor that may be required to carry out the intent of the contract shall not be at any additional cost to SU."

- What optical signal levels are defined as satisfactory by the University's IT department? Please provide specifics.
- Is the vendor responsible for costs and equipment associated with providing a satisfactory signal before the University demark, with Southern responsible for these factors after the demark? Please clarify.
  - ***At the demarcation point, the vendor is required to provide a "signal" range via singlemode between 0-+1 in order for the (6) optical at the Headend to operate efficiently.***
- **10.** The Acceptance Test section (page #13) says "Before the installation shall be considered complete, the contractor shall conduct an operating test for approval. The system shall be demonstrated to operate in accordance with the requirements of this document where SU IT staff will conduct a series of tests for exceptional picture quality to the resident dorms and other areas." Further, on page 8, item # 9, the bid states "Signal levels are defined by the clarity of the picture on multiple televisions.....".
- Under the terms of the RFP, what are the technical requirements that the Southern IT staff will use to determine exceptional picture quality and clarity to resident dorms (i.e. what are the testing requirements)?
- ***A RF & optical meter along with the picture quality of random televisions at the furthest points at Southern will be used to determine the picture quality. If the picture quality is bad throughout all buildings on campus, then it is assumed that the input signal from the vendor is too low. If the picture quality is below exceptional in some places, either close or far from the Headend, and Southern is aware that this issue was present before the vendor has installed their equipment, then Southern will be responsible to rectifying the issue.***
- **11.** The Acceptance Testing section (page #13) says: "Should this demonstration fail, the contractor shall conduct all necessary remedial work then retest the system for efficient performance. This includes the replacement of any defective equipment or any ancillary items that may be required to provide the level of performance contemplated by this document."
- **12.** According to the RFP document, vendor responsibility terminates at the head-end handoff. Are vendors expected to replace and maintain equipment after the demark?
- ***The vendor is just responsible for the equipment that is installed.***

- **13.** The Acceptance Testing section (page #13) says: “contractor shall furnish all equipment and personnel required for the test.”
- ***Yes, the vendor is responsible for providing the technical team and equipment in order to make sure the equipment installed is working correctly.***
- **14.** What are the specifics associated with this testing protocol?
- ***The testing provided to make sure the equipment is working efficiently is determined by the vendor***
- **15.** The Emergency Alert System section (Page #14) says “the system shall be designed to interface and accept a triggered override for all EAS Alerts”.
- Is Southern University requesting to have the ability to override the vendor provided EAS alerts? **No**
- **16.** The Maintenance and Customer Service section (Page #14), states that the contractor shall repair university owned equipment by scheduling a time of arrival and providing the proper equipment and materials needed.
- Any infrastructure beyond the Southern head-end should be the responsibility of Southern to maintain and repair (see section #5 on page #8). Please clarify.
- If this is not the case, please clarify expected vendor responsibilities past the demarcation point.
  - ***The vendor is ONLY responsible for the equipment installed by the vendor.***
- **17.** Once responses to these questions are received, can vendors ask follow-up questions if further clarification is needed?
- **No.**
- **18.** Can the RFP deadline be extended by 4-weeks to digest responses to the above listed questions and provide a well-informed proposal?
- **No. The bid is extended to one (1) week only. The new date to submit the bid is July 19, 2016.**
  
- 19.** You previously qualified the number residence units as 900. How many additional drops (TVs) are served throughout the rest of the campus?
- ***There are approximately 200 additional drops for Southern’s academic and administration buildings.***
  
- 20.** The terms are 3 years with an option to renew for 2 one year extensions. Can an annual fee be quoted?
- Yes. The annual fee shall be firm for 3 years. Indicate on page 17/Cost Sheet if you are bidding an annual (1 year) fee or bidding three (3) years.
- 21.** How many years will the purchase order be typed for? How many years will be the contract be for?

The University and/or student fees are funded yearly. The University can only process the purchase order for one (1) year. A purchase order will be processed yearly for the annual fee amount.

The terms on the contract will be for three (3) years with an option to renew for (2) additional twelve-month periods at terms and conditions agreed upon by Contractor and the University.

- **22.** Is the requested amount for the total cost over 36 months or 60 months?

Is 5% of that total required with submission of bid?

- When processing a purchase order for services the University is only allowed to process the purchase order for year. The 5% may be for one year.

- 23.** How many academic & administrative outlets need to be served under this bid?

*a. 200 outlets for the campus*

- 24.** Is a Payment & Performance Bond required?

No

- 25.** Item 5 under scope of work on page 8 of the RFB indicates the contractor shall only maintain the signal equipment that is to be provided and installed by the contractor, however language under Maintenance and customer services appears to broaden that responsibility. Please confirm what the maintenance responsibilities are.

*a. The vendor is responsible for the maintenance of all installed equipment that was provided by the vendor. Within the agreement, the vendor is responsible for emergency service or the replacement of malfunctioning equipment, if needed, for the installed equipment.*

- 26.** Please confirm that a State of Louisiana contractor's license in the proper classification is required to bid on this project.

No. Your company shall be a licensed company to provide the type of services requested.

27. Please provide a list of buildings that are available for occupancy during the summer months. Also, please provide the number of livings units in each building using the definition of a living unit in question #1 of addendum #1 (“A multi-tenant, or multi room apartment or suite would be a single living unit”).

*Currently, Building 300 (50 Suites) ,400 (50 Suites ) & Grandison Hall (55 outlets) are open for Summer 2016*

Residential Buildings	Capacity	Total Rooms	Rooms Occupied	Common Area	Number of Drops
Boley Hall	500	250	0	1	251
Bradford Hall	129	65	0	1	66
Building 100	143	50	0	0	193
Grandison Hall	105	53	0	2	55
Apts 200,300,400	429	150	0	0	579
Reed Hall	70	34	0	1	35
Shade Hall	376	188	0	2	188
Totty Hall	376	188	0	2	188
Ulysses J. Hall	376	188	0	1	188
Washington Hall	104	52	0	2	54
White Hall	70	37	0	2	39
Totals	2678	1255	0	14	1835

**END OF INQUIRIES AND RESPONSES**